



**ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE
ANNAPOLIS, MARYLAND 21401**

FRANK BROCCOLINA
STATE COURT ADMINISTRATOR
(410) 260-1295 Fax: (410) 974-2066
frank.broccolina@mdcourts.gov

FAYE D. GASKIN
DEPUTY STATE COURT
ADMINISTRATOR
(410) 260-1257 Fax: (410) 974-2066
faye.gaskin@mdcourts.gov

SHARON SAMPSON BALL
Executive Director
Human Resources
(410) 260-1283 Fax: (410) 974-2849
sharon.ball@mdcourts.gov

GRAY BARTON
Executive Director
Office of Problem-Solving Courts
2011-D Commerce Park Drive
Annapolis, Maryland 21401
(410) 260-3617 Fax: (410) 841-9850
gray.barton@mdcourts.gov

PHILIP S. BRAXTON
Executive Director
Judicial Information Systems
2661 Riva Road, Suite 900
Annapolis, Maryland 21401
(410) 260-1000 Fax: (410) 974-7170
philip.braxton@mdcourts.gov

ALLEN C. CLARK, III
Executive Director
Budget & Finance
(410) 260-1579 Fax: (410) 260-1290
allen.clark@mdcourts.gov

DAVID R. DURFEE JR.
Executive Director
Legal Affairs
(410) 260-1405 Fax: (410) 974-2066
david.durfee@mdcourts.gov

RAYMOND MACK
Acting Executive Director
Procurement & Contract
Administration
(410) 260-1410 Fax: (410) 260-1749
raymond.mack@mdcourts.gov

PAMELA CARDULLO ORTIZ
Executive Director
Family Administration
(410) 260-1580 Fax: (410) 974-5577
pamela.ortiz@mdcourts.gov

DIANE S. PAWLOWICZ
Executive Director
Court Research & Development
(410) 260-1725 Fax: (410) 974-2066
diane.pawlowicz@mdcourts.gov

ROXANNE P. MCKAGAN
Manager
Administrative Services
(410) 260-1407 Fax: (410) 974-2066
rocky.mckagan@mdcourts.gov

DEBORAH A. UNITUS
Manager
Program Services
(410) 260-1291 Fax: (410) 974-5577
deborah.unitus@mdcourts.gov

September 14, 2007

Re: RFP No. K07-7077-25-B, Court Revenue Collection Consulting Services;
Amendment No. 3

Dear Interested Party:

The following, Amendment No. 3, consists of information disseminated at the September 5, 2007 pre-proposal conference as well as questions and answers.

Please note that this solicitation carries a 20% MBE Subcontractor Participation Goal and the following forms, included in the bid package, must be submitted with your bid: MJ-EEO-03 and MJ-EEO-04. Information about Minority Business Enterprises can be obtained by checking the Maryland Department of Transportation's website or by contacting the Maryland Judiciary's MBE Liaison Officer, Larry Jones, at 410-260-3658.

Questions and Answers

Q. How many departments will they interface with? Are we looking for a web based or client server system?

A. Requirements will need to be gathered from 4 primary stakeholder groups – AOC Finance, District Court Headquarters, selected Circuit Courts (approx. 3), and JIS. Centralized functionality of the solution will preferably be web-based and decentralized functionality (i.e. cash registering) may be client-server. The pros and cons of each approach are to be part of the alternative solution analysis to be performed as part of this engagement.

Q. Would you be amendable to lifting the 5 required past performances to 3?

A. Yes

Q. Under Section 6, Period of Performance, are the days in the estimated timetable referring to business days or calendar days?

A. Calendar

Q. On page 8, under section 2, it lists the "Electronic Payment / Reconciliation Initiative" and the "Central Financial Systems Replacement". Can scope and detail of these two projects along with their current statuses be provided so the proper level of effort to integrate with these two processes can be determined?

A. The scope of the Electronic Payment / Reconciliation initiative is to determine an enterprise strategy for the receipt of electronic payments and the back-end reconciliation of those payments to the allocation and distribution of moneys to the appropriate parties. The scope of the Central Financial Systems Replacement initiative is to replace the existing financial systems used by the AOC (budgeting, G/L, A/P, etc.) with an ERP solution.

Both of these initiatives are in the requirement phases and the an awareness of appropriate technical standards for interfacing with associated financial processes (i.e ECF, XML) is the extent of what needs to be considered as part of this engagement. Appropriate JIS personnel familiar with these initiatives will be made available to assure critical requirements are considered.

Q. Is there any study documentation regarding the current processes of the cash register and the local accounting programs?

A. Yes

Q. Since the consultancy services are required for assessment of existing systems, requirements definition and alternative analysis/solution selection, can we assume the plan and schedule will be prepared and finalized only for these phases?

A. Yes

Q. Is there a Project Manager/Coordinator assigned for this project at AOC, who will act as a single point of contact?

A. A PM/Coordinator will be assigned from JIS to serve this function.

Q. Does AOC expect a quality strategy for the new integrated solution to be developed by the proposed consultants?

A. No; however, quality considerations in the implementation and ongoing operation of the solution will be solicited from the consultants as apart of the phase 3 tasks of formulating preliminary cost and resource estimates.

Q. How much interface there is between the finance department and revenue collection?

A. Each court location is required to report revenue data to AOC finance on a daily basis. Currently that is done through a local accounting program that receives input from the local cash registers. Since the initial release of this RFP, work has begun to replace the accounting program in the Circuit Courts with a web-based solution. This engagement will need to become familiar with that effort and consider any further requirements that may be needed to extend the Circuit Court solution for use in the District Court locations.

Q. If there are some interfaces of revenue information with the accounting inquiry and case management system, how many departments and stakeholders the vendor will be dealing with?

A. No additional departments from those noted in response to question 1.

Q. How much effort from JIS will be provided in order for the vendor to assist in developing the RFP?

A. JIS will assist with defining the technical standards and preferred environment in which the solution must operate. JIS will also review RFP content related to the scope and functionality.

Q. Since the processes and record keeping vary within each of the 24 Jurisdictions, are you expecting the proposed resources to meet with the stakeholders on different locations? If yes what are the proximity between the sites?

A. Resources will not need to meet with all jurisdictions. Sample jurisdictions will be chosen as specified in the response to question 1. Work will primarily be in Annapolis with limited travel to other areas within the state.

Q. Can the stakeholders, end users community, and executive steering committee join the JAD sessions at once all together in several occasions? or do we have to break the meetings in small groups?

A. If the vendor recommends a specific approach to gathering requirements, it should be specified in the response with accompanying rationale.

These are the only changes contemplated by Amendment No. 3. All other terms and conditions shall remain the same.

Thank you for your interest in doing business with the Maryland Judiciary. I may be reached at 410-260-1411 if you need additional information.

Sincerely,

Kevin Jones
Procurement Officer
Office of Procurement and Contract Administration